

Application for Authorization of Career Education Expenditures

INSTRUCTIONS

Two copies of this *Application for Authorization* are to be submitted to the Director of Finance, Division of Career Education, P.O. Box 480, Jefferson City, MO 64102-0480. After they have been processed, one copy indicating the approved items will be returned to the LEA. The Certification Section at the bottom of this page should be completed prior to sending it to the State Office for approval. A separate *Application for Authorization* must be filed for each program or service area and each type of program. Only those items having prior approval on this application may be claimed for reimbursement.

Vendor Code: Enter the county-district code used by the Division of Career Education for payment purposes.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Program Codes and Description of Program: A separate *Application for Authorization* must be filed for each program or service area and each type of program. The program code will, therefore, always be a two-part code as illustrated on the division's program code listing.